

Section 13 – High Performance Committee Terms of Reference

Effective: September 2015

Biathlon Saskatchewan

1. DEFINITIONS

See Definitions Section.

2. INTRODUCTION

In accordance with the bylaws of Biathlon Saskatchewan and with approval of the Biathlon Saskatchewan Board of Directors, a High Performance Committee (the "Committee") is hereby formed as a standing committee of Biathlon Saskatchewan.

3. PURPOSE

The High Performance Committee is formed to develop policies, plans and selection criteria, and to provide advice and support to the Provincial Coach in the delivery of biathlon programs.

The work of the High Performance Committee will be fully aligned with initiatives, goals and objectives of Biathlon Canada as identified from time to time in Biathlon Canada's Strategic Plan.

- a. provide advice and support to the Provincial Coach, and to other operational committees as required;
- b. facilitate discussion, engagement and consensus around the principles, concepts and strategies that will underpin the delivery of biathlon programming;
- c. facilitate coordination of biathlon programming by the Provincial Coach who provides direction to club coaches; and
- d. assist in the development of the operational programs, plans and policies to govern the sport of biathlon in Saskatchewan.

4. ACCOUNTABILITY

The Committee will be directly accountable to the Biathlon Saskatchewan Board of Directors.

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5. MANDATE

The Committee will contribute expertise, human resource capacity, and regional perspectives to the process of developing Biathlon Saskatchewan programs, plans and policies in effecting the purpose set out above. In general this will involve:

- a. Provide oversight to biathlon training and development programs
- b. Sanctioning clubs and training groups through the review and analysis of club programming and practices ensuring alignment with Biathlon Saskatchewan mission, vision and values.
- c. Manage contracts for coaching and training including the annual assessment of performance clause(s) for the Provincial Coach contract.
- d. The Committee shall be composed of, when reasonably possible:
 - i. three members of the Biathlon Saskatchewan Board, one of which who has been certified as a National Coaching Certification Program competition coach;
 - ii. an athlete representative from the Biathlon Saskatchewan board of directors (if such a representative is available);
 - iii. an athlete representative for Para-Biathlon from Biathlon Saskatchewan (if such representative is available);
 - iv. the Provincial coach (except in matters assessing the Provincial coach performance clauses) ;
 - v. such other members as the Committee Chairperson may determine are beneficial to the function of the Committee; and
- e. The term of a Committee member appointment is two (2) years and is renewable.
- f. The Committee will endeavour to make decisions and recommendations by consensus.

6. COMMITTEE CHAIRPERSON

- a. The Chairperson of the Committee shall be determined by the Biathlon Saskatchewan Board of Directors.

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- b. The Chairperson is responsible for:
 - i. providing leadership to the Committee (i.e. convening meetings; developing agendas; assigning, supervising and coordinating the Committee work); and
 - ii. representing the Committee in communication.
- c. Chairperson shall attend and report at the Biathlon Saskatchewan Annual General Meeting.

7. MEETINGS

The Committee shall determine a meeting schedule that will facilitate achievement of the Committee's work plan, which shall include at least three meetings per year.

Directors and Club coaches may be invited to attend meetings that may have implications for their biathlon clubs or where there advice is indicated.

Committee meetings may be in person or by any other means that facilitates communication of all attending Committee Members simultaneously.

Minutes that reflect all significant decisions of the Committee shall be kept at all regular meetings. Minutes shall be provided to the Biathlon Saskatchewan Board of Directors.